

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE, PERSONNEL & HIGHER EDUCATION

DATE: SEPTEMBER 29, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
SEEGER
SOKOL
SIMPSON
MERLINO
DICKINSON
GIRARD
FRASIER
BEATY
MCDEVITT
BRAYMER

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
REPRESENTING ADIRONDACK NORTH COUNTRY ASSOCIATION:
CAITLIN WARGO, COMMUNICATIONS & DEVELOPMENT DIRECTOR
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS LEGGETT
MACDONALD
STROUGH
WOOD
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MIKE SWAN, COUNTY TREASURER
ROBERT LYNCH, DEPUTY COUNTY TREASURER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the September 29, 2016 meeting of the Finance, Personnel & Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2016/finance/>

Mr. Conover called the meeting of the Finance, Personnel & Higher Education Committee to order at 10:40 a.m.

Motion was made by Mr. Girard, seconded by Mr. Simpson and carried unanimously to approve the minutes of the previous Committee meeting, subject to the correction by the Clerk of the Board.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing the Agenda review, Mr. Conover offered privilege of the floor to Caitlin Wargo, *Communications Director of the Adirondack North Country Association (ANCA)*, who provided an overview of their organization and their current initiatives during which she answered questions posed by the Committee members.

Proceeding with the Agenda review, Mr. Conover offered privilege of the floor to any SUNY Adirondack representatives wishing to address the Committee. Chairman Geraghty informed that the College would be forwarding a potential candidate from Warren County to fill the recently vacated position on the College's Board of Trustees which would be addressed at the next Committee meeting.

Ms. Braymer stated that she had recently attended the Adirondack Women in Leadership Forum at SUNY Adirondack which she felt was very informative. She stated the purpose of the forum was to engage women in leadership roles in government and business in a related panel discussion.

Mr. Thomas recommended that they transfer the \$292,000 which had been set aside in Budget Code A.9901.0181 910, *Transfers, Debt Service*, to cover the cost of the debt service for the SUNY Adirondack NSTEM Project that would be due in 2017 (approved by Resolution No. 356 of 2016) back into the General Fund Unappropriated Surplus. He explained that subsequent to the money being transferred it was determined no payments would be due until 2018.

A discussion ensued following which it was determined that the County Administrator would work with the County Attorney, as well as the County Treasurer, to determine what the appropriate form of action would be and report back to the Committee.

Mr. Conover offered privilege of the floor to anyone present wishing to address the Committee on any matter, but no response was given.

Continuing to Agenda Item 1, Mr. Conover called for a motion to approve the requests for transfers of funds as attached for Committee approval. The motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

Moving on to Agenda Item 2A, Mr. Conover apprised the report on tracking of salary implications for positions filled since the last Committee meeting was included in the Agenda packet for review.

Mr. Conover offered privilege of the floor to Jackie Figueroa, *County Human Resources Director*, who proceeded with a review of the 2017 Budget Request for the Human Resources Department, a copy of which is on file with the minutes.

Mr. Beaty exited the meeting during the review of the 2017 Budget Request for the Human Resources Department.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to accept the 2017 Budget Request as presented and refer same to the Budget Officer.

Privilege of the floor was extended to Patricia Nenninger, *Personnel Officer*, to review Agenda Item 2C which pertained to a review of the 2017 Budget Request for the Civil Service Department, a copy of which is on file with the minutes.

Motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to accept the 2017 Budget Request as presented and refer same to the Budget Officer.

Mr. Conover advised Agenda Items 3A-B consisted of items to be discussed by the County Treasurer, the first of which pertained to a request to amend the Investment Policy to add Insured Cash Sweep Services (ICS) to the list of authorized investments.

Mike Swan, *County Treasurer*, provided an summary of the request following which a motion was made by Mr. Dickinson, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

Continuing with the Agenda review, Mr. Swan reviewed the 2017 Budget Request for the County Treasurer's Office, a copy of which is on file with the minutes.

A discussion ensued regarding the collection of occupancy tax funds from Airbnb.com and other similar entities following which it was determined the County Attorney would report back as to whether the current occupancy law permitted the collection of these funds from such entities or an amendment was required.

Motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to approve the 2017 Budget Request as presented and refer same to the Budget Officer.

Mr. Swan reported that the County's bond rating from Standards & Poor's had improved from an AA- to an AA stable which would result in interest savings.

A discussion ensued.

Moving along, Mr. Conover apprised Agenda Items 4A-B pertained to the following referrals from the County Facilities Committee, *Airport*:

- 4A) Request to establish Capital Project H369, *Airfield Guidance Sign Replacement/Pavement Repair and Markings*, in the amount of \$80,000.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

- 4B) Request to increase Capital Project H364, *Runway 30 Obstruction Removal*, in the amount of \$18,000.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried by majority vote with Ms. Seeber voting in opposition, to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

Mr. Conover apprised Agenda Item 5 pertained to a referral from the Economic Growth & Development Committee, *Planning*, concerning a request for a transfer of funds in the amount of \$35,648.18 from the Contingent Account to cover the costs of the new position of Senior Planner for the remainder of 2016.

Mr. Conover advised the balance of the Contingent Account was \$59,389.

Mr. Dickinson apprised he felt the Planning Department should be reorganized following the retirement of the Director. He stated the Town of Lake George had reaped the benefits from hiring Professional Planner, as this individual had been successful in obtaining many grants for the Town. Chairman Geraghty stated that preliminary discussions had taken place regarding the direction of the Department going forward.

A discussion ensued following which a motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

Mr. Conover reported Agenda Items 6A-B pertained to the following referrals from the Health, Human & Social Services Committee, *Public Health*:

- 6A) Request to authorize Jodi Brynes, RN, to enroll in the job-related course entitled "*Advanced Practice Nursing Capstone Practicum*". This is an online course offered by Chamberlain College of Nursing at a cost of \$2,582 plus course fees and books. If this request is approved, the employee will be due 50% reimbursement for the course cost, as well as any associated fees or required books, upon completion of the course with a grade of "C" or better.

Motion was made by Mr. Dickinson and seconded by Mr. Sokol to approve the request.

Ms. Seeber voiced her concern that the request did not reflect an "up to" amount, as she felt grants, scholarships, etc. that were applied to the overall course fee should be deducted from reimbursement amount.

A lengthy discussion ensued following which Mr. Conover called the question and the motion was carried by majority vote with Ms. Seeber, Ms. Braymer and Mr. Sokol voting in opposition, to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

Further discussion was held regarding educational reimbursement during which a number of Committee members voiced their opinions regarding the matter.

- 6B) Request to amend the 2016 County Budget in the amount of \$963.33 to reflect the receipt of insurance recovery funds received for damages to a County vehicle.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

Continuing with the Agenda Review, Mr. Conover reviewed Agenda Item 7 which pertained to a referral from the Public Works Committee, *DPW*, concerning a request to amend the 2016 County Budget in the amount of \$5,518.58 to reflect the receipt of insurance recovery funds for damages to a 2009 Sterling Dump Truck.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

Mr. Conover advised that Agenda Item 8A-B concerned the following referrals from the Support Services Committee:

- 8A) *Clerk of the Board*- Request from Support Services Committee to determine a source of funding for up to \$4,283.40 to purchase tablets and related equipment for the members of the Board of Supervisors.

Motion was made by Mr. Dickinson and seconded by Ms. Braymer to approve the request.

Mr. McDevitt inquired whether tablets would be purchased for each member of the Board and Amanda Allen, *Clerk of the Board*, responded that she was conducting a poll to determine how many Board members would like a tablet, as they would not be required to use them if they did not want to. She said those who opted for the use of tablet would no longer receive paper copies of Committee meeting Agendas or resolutions as they could be accessed at home or while attending meetings at the County on the tablet.

A discussion ensued following which Mr. Dickinson amended his motion and Ms. Braymer amended her second to include the Computer Reserve Fund, *Budget Code A.895*, as the source of funding for purchase of tablets and protective covers for the members of the Board of Supervisors. Mr. Conover called the question and the motion was carried by majority vote, with Messrs. McDevitt and Merlino voting in opposition, to approve the request and the necessary resolution was authorized for the October 21st Board Meeting.

- 8B) *Weights & Measures*- Request from the Support Services Committee to determine a source of funding in the amount of \$35,939 for the purchase of a new prover to replace the current unit which is over 50 years old.

Motion was made by Mr. Dickinson and seconded by McDevitt to bring the motion to the floor.

Chairman Geraghty explained that a prover was used to check fuel consumption at gas stations. He stated the one currently in use was in a state of disrepair and required replacing.

A discussion ensued following which Mr. Conover called the question and the motion was carried unanimously to appropriate funds up to the amount of \$35,939 from the General Fund Unappropriated Surplus for the purchase of a of a new prover and the necessary resolution was authorized for the October 21st Board Meeting.

Privilege of the floor was extended to Chairman Geraghty as the Acting County Administrator to address Items 9A-B, Requests/Items to be discussed by the County Administrator, as follows:

- 9A) Journal Report of transfers approved by County Administrator staff since the last meeting.

SEPTEMBER 29, 2016

Chairman Geraghty announced this was a review of the transfers for the Committees consideration and no action was required.

- 9B) Request to amend Warren County Travel Policy and Authorization to Attend Meeting or Convention form to include instructions required by the County Auditor.

Motion was made by Mr. Dickinson and seconded by Mr. Girard to bring the matter to the floor.

JoAnn McKinstry, *Assistant to the County Administrator*, advised the purpose of the request was to include the information required by the County Auditor on the Authorization to Attend Meeting or Convention form to ensure employees were aware that itemized receipts were required in order for them to receive reimbursement. She noted no changes were made to the policy, but rather providing clarification regarding receipts.

Ms. Seeber apprised she had several questions relating to the matter and suggested in light of the fact that they were in a time crunch that they table the matter until the next Committee meeting.

A discussion ensued following which a motion was made by Ms. Seeber and seconded by Ms. Braymer to table the request; however the motion failed due to a lack of majority vote required with Messrs. Conover, Sokol, Simpson, Merlino, Dickinson, Girard and Frasier, voting in opposition.

A motion was made by Mr. Dickinson and seconded by Mrs. Frasier to approve the request.

Ms. Braymer stated she would like the form to include whether or not the expense was included within the respective Department's budget.

A discussion ensued following which Mr. Conover called the question and the motion failed due to a lack of majority vote required with Mr. Conover, Ms. Seeber, Messrs. Sokol, Simpson, Merlino, Dickinson, Girard, Mrs. Frasier, Mr. McDevitt and Ms. Braymer, voting in opposition to approve the request as presented.

It was the consensus of the Committee that the matter be tabled.

Moving on, Mr. Conover pointed out that Section V of the agenda included one personnel-related pending item, as follows:

Pending Items:

Finance - No items this month.

Personnel -

- 1) Proposed Resolution No. 146 of 2016, *concerning salary adjustments for Deputy Department Heads when filling in for a Department Head vacancy*, was tabled at the March 18th Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision.

Higher Education - No items this month.

Concluding the agenda review, Mr. Conover noted Section VI. of the agenda included a listing of the vacancies approved for filling by the various oversight Committees since the last Finance, Personnel & Higher Education Committee meeting.

There being no further business to come before the Finance, Personnel & Higher Education Committee, on motion made by Mr. Dickinson and seconded by Mrs. Frasier, Mr. Conover adjourned the meeting at 12:08 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board